

# St Joseph's Primary Wauchope



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<b>Policy Number:</b>	ELP.1.2
<b>Status:</b>	Ratified
<b>Date Issued:</b>	August 2015
<b>Evaluation and Review:</b>	March 2018
<b>Policy Contact Officer:</b>	School Principal – Patricia Coelho
<b>Related Documentation:</b>	

**Rationale:**

As we live in an age of uncertainty and rapid growth of domestic, local and international aggression/violence, St Joseph's Catholic Primary school aims to provide a friendly, caring, safe, learning environment for students, staff, parents, parish and the local community.

**Scope:**

St Joseph's Catholic Primary School Wauchope Lock Down Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal / school threat or critical incident and that exposure to danger and possible risk of harm are minimised.

**Principles:**

Examples of such critical incidents could include:

- death of a person on school property during school hours
- students and /or staff being taken hostage
- siege of school property and /or buildings
- a disaster in the local community
- unusual or unwarranted media attention
- aggressive and /or malicious trespass of people on school grounds
- any other behaviour which could indicate a potential Lock Down situation
- severe weather

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the school office to raise the alarm. Staff may use mobile phones to contact the school office – on (02) 6585 1745 or call 550 to access all phone extensions.

The office staff member receiving the incident call will notify the Principal or Assistant Principal. In the event that they are both out of the school, the CoRE or CoMin are to be informed of the incident immediately.

The Principal and / or the person-in-charge at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.

**LOCK DOWN ALARM PROCEDURE**

1. A staff member will press the Yellow button 'ALERT' on the PA system in the Office area and make the announcement.
2. The repetitive beep from the PA system will sound for a continuous period – followed by an announcement over the intercom.

The announcement will state the following:

**"This is a LOCK DOWN"  
"This is not a fire drill"**

## **"Everyone is to stay in their rooms, remain on the floor and keep calm and quiet."**

3. The school phone system has an intercom to all phones by dialling 550.
4. In the event of power failure, handbells or whistles will be used. (It is expected that staff have whistles with them at all times.
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### STUDENT AND STAFF MOVEMENT

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STUDENTS AND STAFF will remain in their classroom, hall or Library and make an effort to close and lock the doors and windows that could permit access into the room. All classroom lights are to be turned off. Students are to remain under their desks / down low and out of sight during this lockdown period.

STAFF need to be mindful that children from other classrooms may seek sanctuary in their room.

If the 'Lock Down Alarm' is sounded before school or during recess or lunchtime, students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.

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### RESPONSIBILITIES

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#### **FOLLOW THE INSTRUCTIONS OF THE POLICE/AMBULANCE /FIRE**

PRINCIPAL OR ASSISTANT PRINCIPAL will ensure that all access gates to the school are locked.

PRINCIPAL or the person in charge to telephone Police or relevant support services and CEO and liaise/follow instructions as directed by these essential service organisations.

SCHOOL SECRETARY to telephone Parish Presbytery and answer telephone communications.

ASSISTANT PRINCIPAL and released staff are to head to the front of the school and appropriate access gate to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so.

TEACHERS are to remain with their class and mark the roll immediately. Any absences/missing children will need to be reported to the School office if it is safe to do so.

TEACHERS are to close and lock the classroom door and close and lock windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks / down low out of sight during this period. To this purpose, staff will require their keys at all times.

STUDENTS are to remain under their desks / down low out of sight during the period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated via PA system or the loud hailer and personally by the Principal or Assistant Principal or designated person.

ALL STAFF / STUDENTS / VISITORS are to remain in the locked room until the 'ALL CLEAR' is given.

CHILDREN who are outside the classroom or in the toilets at the time of the alarm should seek shelter in the nearest classroom.

PARENTS / VISITORS will ONLY be given access to the school if it is safe to do so. N.B. ACT ONLY UNDER THE INSTRUCTIONS OF THE CONTROLLING AUTHORITY e.g. Police, SES, Fire ....

AFTER SCHOOL CARE – Students will ONLY be dismissed after school if it is safe to do so and ONLY under the instructions of the emergency controlling authority.

TOILETS – Students / staff may attend toilets ONLY if it is safe to do so.

The 'ALL CLEAR' announcement will be communicated by the Principal or Assistant Principal only via the PA system or the Loud Hailer, followed by the sounding of the siren for a continuous period.

The 'ALL CLEAR' announcement will state the following:

**"The LOCK DOWN has now ended."  
"Everyone is to move in an orderly manner to the  
morning assembly area."  
"Line up in classes and sit silently."**

To be revised as part of the Compliance Cycle 2015

## **EMERGENCY EVACUATION PLAN ASSEMBLY POINT – BAIN PARK**

Should you become aware of a fire or other emergency in the school or grounds:

Notify principal immediately.

- 1 The 'EVACUATE' (red) button will be sounded over the school speaker system. If an electrical fire occurs, a hand bell will ring continuously.
- 2 All children are to stop at once.
- 3 Teacher collects class roll and moves to the safest exit of their room.
- 4 Teacher maintains firm control. No talking, pushing or running (to avoid accidents). Close classroom door and/or windows if time allows.

- 5 If safe, everyone will proceed to Avondale Street through the nearest gate and walk to Bain Park via the safest crossing of Avondale Street.
- 6 If in the St Joseph's Hall, Library or any non-classroom building, proceed through the safest doorway. These classes do not need to collect roll. The school secretary or executive member will have a digital device with updated class rolls or a print out of all class lists, medical lists and roll details to the assembly point.
- 7 Any students in sick bay will be brought to the assembly area by the school secretary.
- 8 Teacher's aides or school principal will check toilets.
- 9 On arrival at assembly area in BAIN PARK –
  - Move to safe area
  - Students sit quietly and listen for their names
  - Teachers call roll quickly
- 10 Contact person in charge, reporting any absentees who may yet be in a building.
- 11 Teacher in charge of EMERGENCY EVACUATION will indicate when to return to classrooms.
- 12 These procedures and a map of emergency exits are to be prominently displayed in each classroom and areas of the school.
- 14 This plan will be practiced ONCE PER TERM.